WELCOME to the Headquarters, AETC Sponsor Training Program

FAMILY SUPPORT CENTER, RELOCATION ASSISTANCE PROGRAM

THE AETC SPONSORSHIP PROGRAM, AETCI 36-2104

BLDG 745 Relocation Assistance Program Manager, x4204

ROLES & RESPONSIBILITIES

- WING COMMANDER IMPLEMENTS AND MONITORS SPONSORSHIP PROGRAM
- MPF CHIEF MANAGES INTRO AND SPONSORSHIP PROGRAM
- * BASE INTRO OVERSEES OPERATION OF INTRO AND SPONSORSHIP PROGRAMS
- ★ FSC RELOCATION PROGRAM OVERSEES SPONSORSHIP TRAINING

UNIT INTRO MONITOR

- * MANAGES UNIT PROGRAMS USING AETCI 36-2104
 - Provides sponsor six-part sponsor folder
 - Annotates AETC Form 541, Sponsor Checklist
 - Collects and files Part I, III, IV, and VI of the six-part sponsor folder
 - Ensures AETC Forms 540, Newcomer/Sponsor Contact Survey and 541, Sponsor checklist are completed

SPONSOR RESPONSIBILITIES

- **★ UNDERSTANDS OFFICIAL ROLE**
- **★** OBTAINS SIX-PART SPONSOR FOLDER
 - Follows AETC sponsor training guide
 - Personalizes 4 letter sponsor packages
 - Includes personal letter, Relocation Manager ltr,
 Wg CC and Sqdn CC letters
 - Records dates on AETC Fm 541, Part I and II
 - Annotates AETC Fm 540

SPONSOR RESPONSIBILITIES

- Makes timely two-way contact
- Guides newcomer and family through unit and base inprocessing
- * ASSISTS PERSONNEL WHO ARE DIVERTED TO ANOTHER UNIT
 - Obtain six-part sponsor folder
 - Make initial contact
 - Assist until new sponsor is appointed
 - Transfers six-part folder to new sponsor

★ PART I:

- Contains copy of initial allocation notice/sponsorship rip
- Lists pertinent duty and other vital information on incoming personnel
 - Pay strict attention to departure date versus reporting date

★ PART II:

- Contains AETC Sponsor Training Guide (AETCI 36-2104, page 19)
- Lists valuable guideline and examples on how to become a more effective sponsor

★ PART III:

- Contains sponsor checklist (AETC Form 541)
 - Reflects contact dates
 - Unit INTRO monitors establish suspense for sponsor to make two-way contact.
 Sponsors are given 15 calendar days for normal PCS and three duty days for short notices to the initial contact

- *AETC Form 541
 - ✔PHASE I used to obtain quality indicators for measuring the efficiency of the program
 - ✓ PHASE II Pre-Arrival Support
 - Completed by sponsor prior to arrival of newcomer
 - Important tool in assisting the newcomer
 - Pre-arrival checklist
 - PHASE III Newcomer Arrival
 - Helpful in assisting the newcomer upon arrival
 - ✔ PHASE IV Provides feedback on sponsorship program. Serves as a helpful problem solving tool

- ★ PART IV NEWCOMER/SPONSOR CONTACT SURVEY (AETCI FM 540)
 - ✓ Annotate information on newcomer prior to arrival
 - Itinerary
 - Family Members
 - Special Needs
 - Losing FSC should Smooth Move assistance
 - Instrumental in customizing sponsor package

- PART V RESOURCES/REFERRAL LIST - Lists assistance agencies and phone numbers newcomer and family can use
- ★ PART VI CORRESPONDENCE/ DOCUMENTATION
 - ✔ Contains copies of letters, orders, billeting, E-Mail etc.. (any documentation that was sent to the newcomer). Important in illustrating ways the sponsor assisted the newcomer

WHEN NEWCOMER INPROCESSES

- ★ Turn in completed folder to either your supervisor or the unit INTRO monitor
 - Completed folder is reviewed by unit commander
 - Contents from Parts I, III, IV and VI of the sponsor folder are maintained by unit INTRO monitor in a folder along with other personnel information

FAMILY SUPPORT CENTER

SPONSOR TRAINING Is also available at the Family Support Center BLDG 745 x4204

WHY SPONSORSHIP TRAINING?

- "First impressions are lasting impressions"
- ⇒ AETC published instructions redefining the Sponsorship Program to improve support services for all inbound personnel and their families
- Negative relocation experience has long lasting impacts on the Air Force and a positive relocation experience is linked with a positive attitude toward work and duty station

- ⇒ Proactive relocation programs train families to demand certain services
- ⇒ A "one size fits all" approach to sponsor information does not meet the needs
- ⇒ Training helps sponsors become more effective
- ⇒ Experience as a sponsor, or being sponsored, is insufficient training for effective sponsorship

REMEMBER SPONSORSHIP IS A <u>TEAM</u> EFFORT INVOLVING THE ENTIRE UNIT AND COMMAND AS WELL AS THE SPONSOR

BUNG A SPONSOR



THE BEST FIRST

IMPRESSION

YOUTH EVER MAKE

BUNG A SPONSOR

What Is It?

- **A POINT OF CONTACT**
- A FRIENDLY FACE
- SOMEONE ON THE OTHER SIDE
- A PERSON WHO CA

BEING A SPONSOR

Why Is It Important?

- Reduces Relocation Stress
- Improves Morale
- Improves Productivity
- We Need One Another

How Are You Assigned?

- ***** Family Status







BRING A SPONSOR

What Do You Do?

- 1 Write a personal letter of welcome to the newcomer and his/her family
- 2 Call the newcomer personally
- 3 Learn all you can about the newco
- 4 Send a customized Sponsor Package
- 5 Try to be available for house hunting trips







- 6 Arrange Temporary Housing for the newcomer/family
- 7 Decide on a meeting place and BE THERE
- 8 If you are unable to fulfill your sponsorship obligations, inform your 1st Sgt <u>and</u> help to assign the missing duties to someone

BEING A SPONSOR

How Can I Be The Best?

Always be dependable



BRING A SPONSOR

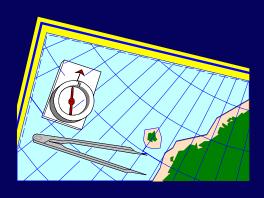
Be mindful of immediate needs

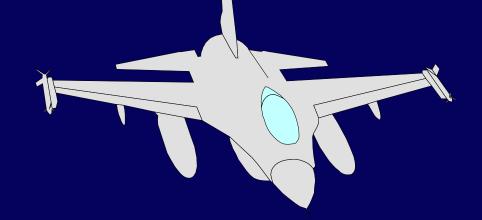






- Family Support Center, a must
- Be sure member attends mand newcomer briefing.





BEING A SPONSOR

- **★** Go to <u>all</u> in-processing with the newcomer
- Introduce the newcomer around



BEING A SPONSOR

Mention the "Give parents a Break" program and

"The Childcare for PCS" program (this one must be used within 60 days of PCSing in) through the Family Support Center, which provides some paid childcare to allow adults to take care of business, or just be alone





★ Organize a potluck or a gettogether to introduce the



BEING A SPONSOR

- **★** Be considerate
- 1 Offer but don't push or insist
- 2 Realize that some people want/need more assistance than others
- 3 Don't pry into personal affairs
- 4 Be a good listener

BEING A SPONSOR

- 5 Fight against quick judgments
- 6 Be open-minded
- 7 Try not to overwhelm the newcorter

BRING A SPONSOR

★ Resource/Referral Agencies

1Billeting Office

20n/Off Base Housing

3Family Support Cent

BRING A SPONSOR

- 4 Financial Assistance Agencies
 - ⇒ Military Pay
 - Air Force Aid

 Moving Assistance Program
 - American Red Cross
 - Personal Financial ManagementProgram

BEING A SPONSOR

- **5** Traffic Management Office
- **⇒** Household Goods
- Claims
- 6 Legal Assistance
- Claims



FAMILY SUPPORT

- *STANDARD INSTALLATION TOPIC

RELOCATION SERVICES cont'd

Sponsor Packages



Remember a sponsor is a valuable resource

- Understand the challenges
- Learn how sponsorship works
- Enrich your military experience by being the best sponsor you can be
- BE A PART OF TEAM VANCE!!

Remember a friendly face in a new place can make a BIG difference!!

BUNG A SPONSOR



THE BEST FIRST
IMPRESSION
YOU'LL EVER MAKE!

